



April 1, 2014

Dear Utility Rebate Customer:

The City of Auburn offers a once a year utility rebate to seniors 62 years of age or older whose annual income level does not exceed the amounts listed below. This rebate is also provided within the same financial limitations for customers who are permanently disabled as verified by a physician. If you would like to apply for the Utility Rebate, please follow the guidelines below, fill out the Rebate Application, Residency Verification form and submit all required documents. Utility Rebate applications are only accepted during the month of May.

Program Guidelines:

Applying for Utility Rebate as a Senior

- Applicants must have the property lease or rental agreement in their name and be living at the residence.
- Applicants must be 62 years of age or older.
- Applicants must be charged for utilities by their Property Management or Owner (water, sewer, storm and/or garbage).

OR

Applying for Utilities Rebate as Disabled

- Applicants must have the property lease or rental agreement in their name and be living at the residence.
- Applicant must be permanently disabled as determined by a physician; subject to verification.
- First time applicants must have the doctor fill out back of Utility Discount Application, provide a signature and office stamp OR provide a letter on doctor's letterhead.
- Applicants must be charged for utilities by their Property Management or Owner (water, sewer, storm and/or garbage).

Household Income Requirements

- Applicants must claim income for EACH individual living in the household 18 years and older. Income from all sources must be less than the maximum amount allowed for very low income as defined by the **Department of Housing & Urban Development 2014 Income Limits**.
- Applicants cannot be receiving utility allowances or rent subsidies from another governmental agency (HUD Section 8, King County Housing, SHAG, etc).
- In order to meet the eligibility requirements for the program, your **total gross 2013** income may not exceed the following:

<u>1 Person</u>	<u>2 Persons</u>	<u>3 Persons</u>	<u>4 Persons</u>	<u>5 Persons</u>
\$30,900	\$35,300	\$39,700	\$44,100	\$47,650

If you have additional questions, please feel free to contact the Utility Customer Service Center at 253-931-3038.

Sincerely,

Nancy Backus

Nancy Backus, Mayor
Enclosure

*** Application Instructions on Back ***

Filling out Your Application

Step #1 Fill-out Utilities Rebate 2014-2015 Application

- ☐ Provide all information on front side. If applying for Utility Discount as Disabled (first time applicants only), attach Affidavit form.

Step #2 Provide Proof of Identity:

- ☐ Copy of valid Washington State Driver's license, Passport, Permanent Resident Card or State Identification Card, showing picture, address and date of birth.

Step #3 Verification of Residency from May 1, 2013 through April 30, 2104:

- ☐ City of Auburn Verification of Residency form must be filled out by Property Manager/Owner and submitted with application.

Step #4 Provide Proof of 2013 Income for ALL individuals in household

(Any person 18 years and older – For example: children, relatives, friends, caregiver, etc.):

- ☐ 2013 Complete Tax Return with supporting schedules and documents (**Required**)
- ☐ Any other source(s) of income including:
 - Form W-2, Wages and Tax Statement
 - (State of Washington) Unemployment Compensation Payments Statement
 - Form SSA-1099, Social Security Retirement Benefit (SSA) Statement
 - Social Security Insurance (SSI) Benefits Letter
 - DSHS Benefits Letter
 - Child Support or Alimony Statement
 - Labor & Industry (L & I) Payment Statement
 - Any Other Income

Step #5 Submit your application:

- ☐ **Mail to:** City of Auburn - Finance & Utility Department
25 W Main Street, Auburn WA 98001

OR

- ☐ **Bring to:** Customer Service Center – Utilities Department
One East Main Street - 2nd Floor, Auburn WA 98001

Applications will be accepted for processing at the following times:

5/01/14 - 5/30/14	Monday - Friday	8:30 a.m. – 4:30 p.m.
	Closed for Lunch	12:00 p.m. – 1:00 p.m.
5/26/14	Closed for Memorial Day Holiday	

Questions?

Call Utility Customer Service at 253-931-3038

Monday – Friday, 7:30 a.m. to 5:30 p.m.